

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AIR FORCE BASE INSTRUCTION 33-103

3 DECEMBER 2013



Communications and Information

***REQUIREMENTS DEVELOPMENT AND
PROCESSING***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 56 CS/SCX

Certified by: 56 CS/CC
(Maj Raymond H. Chester, Jr.)

Supersedes: LUKEAFBI 33-103, 16 June
2011

Pages: 28

This instruction implements Air Force Policy Directive (AFPD) 33-1, *Information Resources Management*. It applies to all units assigned or attached to Luke Air Force Base to include Air Force Reserve Command (AFRC) and to Air National Guard (ANG) Units. This instruction, Air Force Instruction (AFI) 33-101, *Commanders Guidance and Responsibilities*; AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*; AFI 33-107V1, *Strategic Automated Command Control System-Data Transmission Subsystem*; AFI 33-111, *Voice Systems Management*; AFI 33-112, *Information Technology Hardware Asset Management*; AFI 33-114, *Software Management*; AFI 33-115V1, *Network Operations*; AFI 33-116, *Long-Haul Telecommunications Management*; AFI 33-118, *Electromagnetic Spectrum Management*; AFI 33-134, *Mobile Satellite Services Management*; AFI 35-109, *Visual Information*; and Technical Order 00-33A-1001, *General Communications Activities Management Procedures and Practice Requirements*. It address requirements for new Command, Control, Communications, Computer (C4) Systems, or modifications to existing C4 systems with an expected cost of less than or equal to \$15 million, and requiring no research and development. The process identifies C4 systems requirements, develops technical solutions, and obtains C4 resources for non-developmental systems with an expected life-cycle cost of less than \$15 million. It also addresses procedures to protect buried telephone and other communications cable. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR), using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may not be supplemented. The authorities to

waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. Changes include paragraph 2, establishment of the Luke Change Control Board; paragraph 4.10, funding stand-alone requirements; paragraph 4.11, defining requirements that must be submitted to AETC/A6; and the addition of Attachment 4, Wing-Level IT Instructions for AETC/A6 Requirements Manager and Attachment 5, Change Control Board Charter. It also includes procedures as identified in Technical Order 00-33A-1001, General Communications Activities Management Procedures and Practice Requirements.

1.	Requirements.	2
2.	IT Board/Working Group & Change Control Board.	3
3.	General Requirements Processing Information.	3
4.	Requirements Processing Procedures.	3
5.	Luke Change Control Board.	7
6.	Luke Change Control Board Procedures.	7
7.	Responsibilities.	7
8.	Protection of Buried Telephone and Other Communications Cable.	9
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION		11
Attachment 2—PWCS REQUIREMENTS PROCESSING QUESTIONNAIRE		13
Attachment 3—PDA STAFF SUMMARY SHEET		14
Attachment 4—WING-LEVEL IT INSTRUCTIONS FOR AETC/A6 REQUIREMENTS MANAGER		15
Attachment 5—CHANGE CONTROL BOARD (CCB) CHARTER		16

1. Requirements. Note: For purposes of this instruction and to clarify terminology used in numerous source documents, C&I system requirements, C4 system requirements, and Information Technology (IT) requirements are all inclusive and one and the same. Requirements arise from a deficiency in an existing operational capability, a need for a new capability, or an opportunity to replace or modernize an existing system with improved technology when operationally and economically practical. Requirements must be validated by the applicable unit commander or wing CSO. Technical solutions to these requirements must be compatible with DoD, Joint Service, Air Force, MAJCOM, and base C&I/C4/IT systems

architecture, templates, blueprints, and plans. Systems include, but are not limited to, the following:

- 1.1. Radio, RADAR, and other navigational aids for air traffic control and landing systems (ATCALS).
- 1.2. Fixed-ground electronic devices.
- 1.3. Ground electronic meteorological equipment.
- 1.4. Land Mobile Radios (LMR), wire, telephones, and other means used for the electrical and visual transmission of encrypted or unencrypted messages.
- 1.5. Non-command standard Automated Data Processing Equipment (ADPE), software, and related computer services.
- 1.6. Other related electronic systems and equipment.

2. IT Board/Working Group & Change Control Board.

2.1. The 56 FW IT Board, Working Group and Change Control Board (CCB) were established to ensure the continued availability of wing-level planning forums to review current and future IT issues affecting Luke AFB's C4 infrastructure and the respective systems supported. The IT Board, in close coordination with the IT Working Group and CCB, ensures participative organizational planning, sharing of IT resources, and exploits related synergies when feasible and cost effective. Both forums are used as catalysts to promote a centralized, proactive, wing-wide focus to address pertinent IT issues and concerns. The IT Board is chaired by 56 FW/CC. Membership consists of 56 OG/CC, 56 MXG/CC, 56 MSG/CC, 56 MDG/CC, 56 FW/RMO, and 944 FW/CC. The 56 CS/CC, as the wing CSO, serves as technical advisor to the IT Board. The IT Working Group consists of functional representatives from each of the groups and other functional areas as required. The IT Board typically convenes quarterly, while the IT Working Group convenes as required. The CCB is chaired by the 56 CS/CC and consists of subject matter experts from each functional area within 56 CS. As necessary, Group representatives and other functional areas are invited to attend the CCB, though they will not be voting members in the fundamental decision making process.

3. General Requirements Processing Information.

3.1. The wing CSO provides an approved technical solution/broad gauge costing, and the customer typically funds the requirement. Unit commanders must ensure only valid and necessary C&I systems requirements are submitted and technical solutions are reviewed and approved. Except for routine telephone requirements, which may be delegated to unit Telephone Control Officers (TCOs), unit commanders are designated as the approval authority for their respective units.

4. Requirements Processing Procedures.

4.1. The requesting organization identifies C&I systems requirements using E-3215, Communications and Information Systems Requirement Request, and allocates resources to satisfy those requirements. The E-3215 is available at <https://luke.eis.aetc.af.mil/56MSG/CS/SCX/SCXP/C%20%20I%20Systems%20Requirement%20Request/C%20and%20I%20Request%20Form.pdf>. Requirements will be

forwarded through respective unit commanders to 56 CS/SCOSC for a technical solution/broad gauge costing and subsequent implementation. Anyone within an organization can submit a C&I requirement except as specified in paras 4.1. through 4.5.

4.2. Software requirements.

4.2.1. Software requirements must be submitted by the applicable unit's Software License Manager (SLM). For software that is not listed on the AF Evaluated/Approved Products List (E/APL) or the transitional list, additional supporting documentation must be submitted using the current Application Request Worksheet (ARW) <<https://afkm.wpafb.af.mil/DocView.asp?DocID=9736561>>. The ARW must also be digitally signed by an IAM or higher. In this case, your request shall be submitted to the Air Force Network Integration Center for further processing and authorization prior to being submitted locally. The AF E/APL can be found at: <https://cs.eis.af.mil/afdaa/Lists/COTSGOTS%20Software/EPL.aspx>.

4.3. Personnel Wireless Communications Systems (PWCS) requirements.

4.3.1. PWCS requirements, to include hand-held mobile radios, pagers, and cellular telephones, must be submitted by the applicable unit's PWCS Manager. IAW AFI 33-106, the unit PWCS Manager is required to submit a decision matrix (Attachment 2) prior to initiating a C&I requirement.

4.4. Office/building renovation or relocation requirements.

4.4.1. Office/building renovation or relocation requirements will include coordination with the unit's applicable TCO to ensure telephone and network requirements are both addressed.

4.5. Functional users.

4.5.1. Functional users can route requests for electronic equipment directly to the command functional, but must coordinate with 56 CS/SCXP for base communications infrastructure support.

4.6. C&I requirement requests.

4.6.1. C&I requirement requests are not required for Automated Data Processing Equipment (ADPE) that meets the AETC standard (workstations and laptop computers to include monitors, printers, scanners, and docking stations). Equipment Custodians (ECs) will purchase via AFWay and as part of the AETC Quarterly Enterprise Buy. For out-of-cycle or non-standard ADPE requirements, the EC must prepare a waiver IAW governing guidelines as outlined in the Luke C4 Catalog. Contact ADPE representatives at 6-7673 for further instructions. 944 FW personnel contact 944 FSS/SCO at 6-8025 for assistance with ADPE matters.

4.7. Contract operations.

4.7.1. If the requirement supports contract operations, the Air Force Contracting Officer's name and telephone number must be included in the justification block.

4.8. C&I system requirements.

4.8.1. C&I system requirements will be submitted using the Luke Air Force Base SharePoint Site at <https://luke.eis.aetc.af.mil/default.aspx> by clicking the “Communications and Information Systems Requirements Request” link. **Requirements will not be accepted, and may be delayed, without all necessary fields completed or if not submitted by appropriate personnel/authority.**

4.9. Official CATV requirements.

4.9.1. Official CATV requirements (official use; typically Group commanders and above, billeting facilities and/or 24-hour operations) will be submitted per para 4.7. above.

4.9.2. Unofficial CATV requirements do not require submission of an e-3215. Unofficial CATV requirements will be funded at the unit level to include installation and recurring charges using the GPC card.

4.10. Requesting organizations.

4.10.1. Requesting organizations typically fund all telephone requirements to include cellular telephones and personal digital assistants (PDA; i.e., BlackBerry, etc.) and local area network (LAN) wiring requests. Major C&I systems, large equipment purchases, substantial LAN wiring, fiber optic cabling, paging systems, call management systems, and voice mail systems are typically forwarded to the requesting organization or placed in the Luke C4 Blueprint for funding of the technical solution.

4.11. 56 CS/SCOSC.

4.11.1. 56 CS/SCOSC assigns a control number for tracking purposes, coordinates with the customer, obtains an initial technical solution/broad gauge costing, and forwards it to the requesting organization, typically within 45 days of receipt.

4.11.2. The requesting organization must review and approve the technical solution, and provide necessary funds and other resources as required to begin implementation. The user or originator may cancel the requirement at any time by submitting a written request to 56 CS/SCOSC at Luke.helpdesk@us.af.mil.

4.11.3. The implementation strategy will be one of the following or a combination thereof:

4.11.3.1. The requesting organization will procure the material identified in the technical solution and costing and 56 CS will install.

4.11.3.2. The requesting organization will procure and install the materials identified in the technical solution and costing either through organic or contractor resources.

4.11.4. 56 CS/SCOSC will:

4.11.4.1. Route applicable requirements through unit organic resources to include the 56 CS/SCOKR (Base Records Management) for legal requirements related to automated records, Privacy Act, or Freedom of Information Act issues; 56 CS/SCXS (Base Information Assurance) for requirements related to COMSEC equipment; 56 FW/PA (Base Multimedia Manager) on requirements related to Multimedia Systems; and 56 CS/SCXP as applicable.

4.11.4.2. Obtain technical solution/broad gauge costing using organic resources. When the development of the technical solution exceeds the capability of organic resources, 56 CS/SCOSC will obtain wing CSO validation of the requirement and forward the requirement to 56 CS/SCXP for contractor, Cyber Systems Integrator (CSI-B), or other non-organic engineering support to assist with preparation of the technical solution. In addition, 56 CS/SCOSC will forward the following requirements to 56 CS/SCXP for submittal to the AETC/A6 Requirements Manager as outlined in the attached instructions:

4.11.4.3. Requirements exceeding \$250K in a FY or \$1M over the FYDP.

4.11.4.4. Non-Standard IT Peripherals, i.e., IT equipment not available from AFWay or any USAF Blanket Purchase Agreement (BPA).

4.11.4.5. Long-haul circuits.

4.11.4.6. Video teleconferencing and multimedia equipment.

4.11.4.7. Secret Internet Protocol Routing Network (SIPRNet) requirements.

4.11.4.8. Engineering and Installation (E&I) out of cycle requirements.

4.11.4.9. Requirements with the potential to be used by, or affect more than one base.

4.11.4.10. Requirements for Automated Information.

Note: Prior to submission to the AETC/A6 RM, requirements must be validated by at least an O-6 in the submitters chain-of-command, and all requirements must be endorsed by the CSO (56 CS/CC) stating the requirement is a valid mission need or deficiency. Wing users with requirements for any of the above shall continue to follow the local base CS process for requirements submission. The CS will forward the requirement to the AETC/A6 Requirements Manager (RM). This new guidance is intended to bring an AETC enterprise approach to the IT requirements process. This will guide the command to confidently and securely incorporate these new capabilities into the existing environments.

4.11.4.11. Coordinate with 56 CS/SCXP as required to ensure the technical solution satisfies all technical architecture as referenced in paragraph 1. The technical solution will usually be forwarded to the unit commander within 10 calendar days of receipt.

4.11.4.12. Most technical solutions/broad gauge costings are valid for a maximum of 4 months, while some are good for only 30-60 days from the date completed. Upon expiration of those costings and where requirement implementation is dependent on 56 CS, the customer will be advised and the requirement will be placed in a held-in-abeyance (HIA) status awaiting customer funding/resubmission.

4.11.4.13. Typically, individual, stand-alone requirements, will be the individual unit's responsibility to fund. Requirements that impact overall base infrastructure/architecture or impact overall mission accomplishment will be added to the base C4 Systems Blueprint. By adding requirements to the Blueprint, they are linked to the funds programming process to facilitate MAJCOM and Lead Command Program Objective Memorandum submissions.

4.11.4.14. Requirements will be closed when no longer valid or once no further support is required of 56 CS.

4.12. 56 CS/SCXP will:

4.12.1. Track/monitor requirements forwarded to AETC/A6 RM.

4.12.2. Obtain technical solutions to requirements that exceed the capability of organic resources.

4.12.3. Add requirements to the C4 Blueprint for funding consideration as applicable.

4.12.4. Upon establishment of a project, utilize the CIPS dashboard for management.

5. Luke Change Control Board.

5.1. The purpose of the Luke Change Control Board (CCB) is to ensure all new or modified systems are compliant with the present technical infrastructure to ensure a seamless integration onto the Luke Network. The CCB will validate new systems and system configuration changes can be accomplished in such a manner, as to not degrade the operation of the Luke Network or its supporting systems. The CCB is the single point of management responsibility for change management decisions related to the configuration and evolutionary development of the Luke Network. The CCB has approval authority for changes to the configuration baseline, including (but not limited to) the following entities: software, hardware, COTS products, and documentation defining the current configuration. The CCB process is defined by wing charter and identifies the CCB role in executing the configuration change management process. It also provides the details of CCB operations including CCB membership, activities, responsibilities and operating procedures.

6. Luke Change Control Board Procedures.

6.1. Any change to the configuration baseline must be managed using the configuration change management process, and must be approved by the CCB. The CCB manages changes to the configuration baselines by using the E-3215 process, and/or any other subsequent requirements document. To perform its review, the CCB requires input from the members of the CCB. The output of the CCB review is a decision on whether or not to authorize initiation of the change. For those changes which are approved, the CCB will also prioritize the changes to indicate a preferred or desired sequence in which the changes shall be implemented. The CCB will meet periodically, as determined by the Chairperson (or designated alternate).

7. Responsibilities.

7.1. Wing Commander will:

7.1.1. Serve as the base-level approval authority for the base C4 Systems Blueprint, other IT requirements, and related technical solutions for C&I requirements with a cost between \$500,000 - \$1,000,000.

7.1.2. Approve requests for PDA and similar devices after validation by the base CSO.

7.1.3. Approve the 56 FW CATV baseline, as required, within established funding limits.

7.1.4. Serve as Chairperson of the 56 FW IT Board.

7.1.5. Delegate the wing CSO as the Luke CCB Chairperson per the Luke CCB Charter (Attachment 5).

7.2. Unit Commanders will:

7.2.1. Identify C&I system requirements to the CSO as outlined in this instruction.

7.2.2. Validate the need for C&I system requirements and ensure proper coordination within their units (as identified in paragraph 4) prior to requesting a technical solution. The commander, attaching his/her signature block and forwarding the requirement to 56 CS/SCOSC, confirms validation. Validation does not commit the expenditure of funds.

7.2.3. With the assistance of the CSO, follow established local, MAJCOM, and Air Force instructions to obtain resources (e.g., 3400 or 3080 funding, manpower, and facilities).

7.2.4. Approve the technical solution and verify funds availability within 10 calendar days of receipt.

7.3. 56 CS Commander will:

7.3.1. Serve as the wing CSO and assume responsibility for all technical solutions provided. Obtain host-base approval authority and forward to AETC (command CSO) as required.

7.3.2. Serve as the base-level approval authority for requirements and related technical solutions on C&I requirements with a cost between \$250,000 - \$500,000.

7.3.3. Serve as the approval authority for acquisition of cellular telephone services. For PDA and similar devices, serves as the validation authority and forwards to 56 FW/CC for final approval via eSSS (Attachment 3).

7.3.4. Serve as Chairperson of the 56 FW IT Working Group and Luke CCB.

7.3.5. Endorse all requirements submitted to AETC/A6 RM and validate requirements that are beyond the capabilities of organic resources to formulate a technical solution.

7.4. 56 CS/SCX, Plans Flight Director will:

7.4.1. Serve as base-level approval authority for requirements and related technical solutions with a cost up to \$250,000.

7.4.2. Function as the focal point for base C4 systems architecture and integration.

7.4.3. Assist users in defining C&I requirements.

7.4.4. Provide technical solutions for C&I requirements beyond the scope of organic resources.

7.4.5. Ensure implementation of funded C&I requirements.

7.4.6. Serve as a voting member of the Luke CCB.

7.5. 56 CS/SCO, Operations Flight Director will:

7.5.1. Serve as the single focal point for processing all C&I requirements and ensure implementation of funded C&I requirements.

7.5.2. Assist users in defining C&I requirements and provide technical solutions within the scope of organic resources to include Secure Telephone Equipment (STE) requirements or other secure/COMSEC equipment and/or material, ground radio, Air Traffic Control and Landing Systems, PWCS to include hand-held mobile radios and cellular telephones, small computer hardware, software, and networking requirements.

7.5.3. Serve as a voting member of the Luke CCB.

7.6. 56 FW Information Assurance Manager.

7.6.1. 56 CS/SCXS will serve as a voting member of the Luke CCB.

8. Protection of Buried Telephone and Other Communications Cable.

8.1. Prior to excavating, grading, digging, and stake or pole driving, the agency responsible for the work must first obtain an AF Form 103, **Base Civil Engineering (BCE) Work Clearance Request** (digging permit).

8.2. Base Civil Engineering (BCE) Work Clearance Request.

8.2.1. Responsible agencies must obtain an AF Form 103 from BCE Infrastructure Section (building 343). The BCE Infrastructure Section will arrange for timely identification of any other utilities in the affected area(s). Contractors are responsible for contacting Blue Stake (a contracted utility locating service) at 1-800-STAKE-IT to identify and task utility companies to stake commercially leased buried utilities and telephone cable. The requester will then coordinate the digging permit with 56 CS/SCXP (building 176) to ensure proper identification of government owned cable that may be located in the affected area(s). 56 CS/SCXP will not process AF Forms 103 without prior BCE coordination.

8.3. Gila Bend AFAF.

8.3.1. At Gila Bend AFAF, coordinate all AF Forms 103 through the Civil Engineering contractor. The Gila Bend AFAF Civil Engineering contractor will notify Blue Stake, who will, in turn, provide locations for any commercial utilities in the area in question. The requester will then coordinate the AF Form 103 with a communications representative of the Contract Maintenance Office (building 319) to identify other communications cables.

8.4. Responsible agency.

8.4.1. The agency responsible for the construction activity will ensure all personnel actually performing work take adequate precautionary steps by following the rules and comments made on the AF Form 103 by both Civil Engineering and the Luke AFB resident telephone services contractor. Contractors may be held liable for damage done, with or without an AF Form 103, by the commercial utility company or AF if damage is within 2 feet of the centerline of the staked area. Due diligence, according to state law and AF guidelines, must be adhered to by contractor personnel at all times.

MICHAEL D. ROTHSTEIN
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-101, *Commanders Guidance and Responsibilities*, 18 November 2008

AFI 33-106, *Managing High Frequency Radios, Personal Wireless Communication Systems, and the Military Affiliate Radio System*, 9 January 2002

AFI 33-107V1, *Strategic Automated Command Control System-Data Transmission Subsystem*, 1 September 1997

AFI 33-111, *Voice Systems Management*; 24 March 2005

AFI 33-112, *Information Technology Hardware Asset Management*, 7 January 2011

AFI 33-114, *Software Management*, 13 May 2004

AFI 33-115V1, *Network Operations*, 24 May 2006

AFI 33-116, *Long-Haul Telecommunications Management*, 17 April 2002

AFI 33-118, *Electromagnetic Spectrum Management*, 18 July 2005

AFI 33-134, *Mobile Satellite Services Management*, 10 February 2005

AFI 35-109, *Visual Information*, 12 March 2010

AFI 33-360, *Publications and Forms Management*, 25 Sep 2013

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 33-1, *Information Resources Management*, 27 June 2006

Technical Order 00-33A-1001, *General Communications Activities Management Procedures and Practice requirements*, 9 January 2012

Prescribed Form

Luke AFB Form 3215, *Communications & Information Requirement Request Form*

Adopted Forms

AF Form 103, *Base Civil Engineering (BCE) Work Clearance Request*

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ADPE—Automated Data Processing Equipment

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

ATCALs—Air Traffic Control and Landing Systems

BCE—Base Civil Engineering

C4—Command, Control, Communications, Computer

CCB—Change Control Board

COMSEC—Communications Security

CSO—Communications Systems Officer

CSI—B—Cyber Systems Integrator-Base level

DOD—Department of Defense

IT—Information Technology

LAN—Local Area Network

LMR—Land Mobile Radios

MAJCOM—Major Command

PDA—Personal Digital Assistant

PWCS—Personnel Wireless Communications Systems

RDS—Records Disposition Schedule

SLM—Software License Manager

STE—Secure Telephone Equipment

TCO—Telephone Control Officer

Attachment 2**PWCS REQUIREMENTS PROCESSING QUESTIONNAIRE**

A.2.1. Could existing wire-line services satisfy the mission requirement?

Yes or No

A.2.2. Will the required device be used to support mission critical/tactical combat operations?

Yes or No

A.2.3. Is push-to-talk capability required on the selected device?

Yes or No

A.2.4. Can the mission requirement be met using a short (voice/text/data) messaging device only?

Yes or No

A.2.5. Does the mission require global communications connectivity in areas with no established infrastructure?

Yes or No

A.2.6. Does the mission require communications connectivity to include local/regional/national areas?

Yes or No

A.2.7. Are the communications requirements confined to a base/campus area or building?

Yes or No

A.2.8. Are cell phone and/or paging functions required in addition to push-to-talk capability?

Yes or No

A.2.9. Are the majority of required communications of a non-critical or administrative nature?

Yes or No

A.2.10. Is there a requirement to communicate sensitive unclassified or classified material?

Yes or No

A.2.11. Does this requirement call for intrinsically safe communications?

Yes or No

Attachment 3

PDA STAFF SUMMARY SHEET

Table A3.1. PDA Staff Summary Sheet.

STAFF SUMMARY SHEET						
TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	TO	ACTION	SIGNATURE (Surname), GRADE AND DATE	
1	56 CS/CC	Digitally Validate Attachment				
2	56 FW/CC	Digitally Sign Attachment				
3						
SURNAME OF ACTION OFFICER AND GRADE		SYMBOL	PHONE		TYPISTS INITIALS	SUSPENSE DATE
SUBJECT Request for Personal Digital Assistant (PDA) Device						Date
Summary						
<p>1. Background Information.</p> <p>a. Unit: Name of the unit requesting the device.</p> <p>b. Name: Name of the individual carrying the device (if approved).</p> <p>c. Duty Title: Duty title/position of the individual carrying the device (if approved).</p> <p>d. Type of Device: Brand and model of the selected device.</p> <p>2. Mission. Briefly describe the mission/tasks of the unit, section, etc.</p> <p>3. Justification. If not Commander, Deputy Commander, Senior Enlisted Advisor, or First Sergeant, provide strong justification why the above individual (Name) requires a PDA and the mission impact if disapproved.</p> <p>4. Additional Comments: Provide any additional comments as necessary.</p>						
JOHN J. DOE, Major, USAF Commander, 56th (Unit) Squadron				Attachment: C&I Requirements Request Form		

Attachment 4

WING-LEVEL IT INSTRUCTIONS FOR AETC/A6 REQUIREMENTS MANAGER

A4.1. LUKE Sharepoint URL.

<https://luke.eis.aetc.af.mil/56MSG/CS/SCX/SCXP/C%20%20I%20Systems%20Requirement%20Request/AETC%20IT%20REQUIREMENT%20SUBMISSION%20INSTRUCTIONS%20FOR%20COMMUNICATIONS%20SQUADRONS%20AND%20WING%20CUSTOMERS.pdf>

Attachment 5

CHANGE CONTROL BOARD (CCB) CHARTER

Figure A5.1. CCB Charter.

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

CHANGE CONTROL BOARD (CCB) CHARTER

(October 2012)

FOR

LUKE AFB NETWORK ENCLAVE



DISTRIBUTION IS LIMITED TO U.S. GOVERNMENT AGENCIES AND THEIR CONTRACTORS.
OTHER REQUESTS FOR THIS DOCUMENT MUST BE REFERRED TO: 56 CS/SCXS

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

TABLE OF CONTENTS

1.	OVERVIEW	2
2.	INTRODUCTION.....	3
2.1	CHANGE CONTROL BOARD OVERVIEW	3
2.2	CHANGE CONTROL BOARD MEMBERSHIP	4
2.3	MEMBER RESPONSIBILITIES	5
3.	CHANGE CONTROL BOARD ACTIVITIES.....	5
3.1	CHANGE CONTROL BOARD APPROVAL	6
3.2	CHANGE CONTROL BOARD MINUTES.....	6
3.2.1	Change Control Board Process	6
3.2.2	Conducting the Change Control Board Meeting.....	8
4.	Emergency Change Control Board Meetings.....	8

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

EXECUTIVE SUMMARY

The following table lists the DoDI 8500.2 IA Controls that are satisfied through this artifact.

IA Control Number	IA Control Name
DCCB-1, DCCB-2	Control Board
DCSL-1	System Library Management Controls
ECPC-1, ECPC-2	Production Code Change Controls
DCII-1	IA Impact Assessment

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

1. OVERVIEW

For the purpose of this charter the term "Network Enclave" encompasses both voice and data networks.

Following the issuance of an Authorization to Operate (ATO), or a locally approved addition to the network enclave, the Luke AFB Network Enclave Information Assurance Manager (IAM) (56 CS/SCXS) is responsible to continuously monitor the system for changes and impact to the security posture of the enclave (security-relevant events or configuration changes). The IAM must ensure changes are tested, analyzed for security impact, and documented in the applicable system security and C&A documentation. If modifying the current accreditation package, various Security Design and Configuration documentation should be updated, but only after the Network Enclave IAM has approved the modification through the CCB that there is no **Negative** security impact:

- Hardware/Software Baseline
- Interconnection documentation
- Topology
- Vulnerability Management
- Configuration Management
- Performance Monitoring

The continued ATO is contingent on the sustainment of an acceptable IA posture. When the network enclave is modified, it may continue to operate under the current accreditation decision (ATO) if the changes do not **Negatively** affect the security baseline. In accordance with DoDI 8510.01, if the IAM identifies changes that negatively impact the IA posture of the network enclave operating with a current ATO/IATO, reaccreditation efforts must be initiated in order to acquire re-authorization from the Designated Accrediting Authority (DAA). This includes creating a new version in EITDR and re-assessing IA controls.

These processes are defined in various Security Design and Configuration (DC) IA Controls as well as Enclave and Computing Environment (EC) IA Controls (see DoDI 8500.2 IA Control Checklist MAC II Sensitive or Classified)

<https://eis.aetc.af.mil/hq/A6/A6O/A6OK/CA/IA%20Reference/Forms/AllItems.aspx>

Network enclave modification is to be handled through the local Change Control Board (CCB) process. In relation to software, The Enclave IAM is responsible for reviewing the software test data, if available (as part of the CCB process), updating the C&A documentation, and taking any

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

necessary reaccreditation actions, but only after AFNIC has certified the software. Software certification supports the use of the software at multiple MAJCOMs or across the AF GIG.

Forming a CCB for the network enclave will ensure a structured process is used to consider proposed changes to the enclave. The CCB will review changes, perform impact analyses of proposed changes, reach consensus decisions, and communicate these to wing senior leadership and the enclave community. The Luke AFB Network Enclave IAM will be a voting member of the CCB and must approve/disapprove modifications to the enclave. The primary purpose of the CCB is to conduct change management for the network enclave lifecycle. Documenting changes to the network enclave as part of the day-to-day process supports the concept of continuous monitoring and near real-time risk management.

2. INTRODUCTION

The Change Control Board (CCB) Charter defines and describes the functions of the CCB in configuration control of the Luke AFB Network Enclave. It ensures change control and documents the process by which proposed changes will be evaluated and implemented and the roles and responsibilities of participants. The charter is initiated by the wing CSO and approved by the wing commander.

Change control ensures that all modifications/enhancements follow an orderly process for evaluation and implementation. The goal of change control is to establish mechanisms that will help ensure the integrity of the network enclave. These steps are identified in the Network Enclave Configuration Management Plan (CMP).

2.1 Change Control Board Overview

The goal of the Change Control Board (CCB) is to promote a smooth and harmonious enhancement of the Luke AFB Network Enclave over time. This will be accomplished by ensuring that a structured process is used to consider and document proposed changes (artifacts). As outlined in the SIAO Memo dated 24 Sep 2010, artifacts do not have to be maintained in EITDR. EITDR is not designed to manage the day-to-day changes within the circuit enclave. The Enclave IAM must maintain a folder or file locally to keep artifacts as well as upload the artifacts to the AETC C&A SharePoint site:
<https://eis.aetcf.af.mil/hq/A6/A6O/A6OK/CA/AETC%20CA%20Artifacts/Forms/AllItems.aspx>.

The Luke AFB Network Enclave IAM is responsible for keeping the artifacts up-to-date and readily available. The maintenance of such documentation will also provide assistance in IAAP, SAV, and CCRI Preparations. Suggested artifacts are outlined in the AF Enterprise IA Controls

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

spreadsheet for MAC II-Sensitive and MAC II-Classified systems

<https://eis.aetc.af.mil/hq/A6/A6O/A6OK/CA/SIAO%20Memo%20and%20IA%20Controls/Form/s/AllItems.aspx>.

The CCB is established to serve the following purposes:

- Authorize the establishment of baselines
- Authorize additions of items to baselines
- Represent the interests of all groups who may be affected by changes to the baselines
- Evaluate and approve, disapprove, or defer proposed system changes
- Set timeline for enhancements and changes to the baseline
- Ensure implementation of approved changes

2.2 Change Control Board Membership

Per LAFBI 33-1, the 56 CS/CC is designated as the wing CSO. By virtue of approving this charter, the 56 FW/CC has delegated CCB chairperson responsibility to the wing CSO. The remainder of the Luke CCB voting membership will be appointed in writing by the wing CSO. Voting membership for the Luke CCB will consist of:

- 56 CS/CC (Chairperson/Luke CSO)
- 56 CS/SCO (Operations Flight Director)
- 56 CS/SCX (Plans Flight Director)
- 56 CS/SCXS (Luke IAM)

In addition to the voting members, other personnel/agencies may assist/support deliberations of the CCB. Support can come from a wide-range of multidisciplinary specialties such as Operation Security (OPSEC), Privacy Act, Legal, contracting, CSI-B, and other representatives necessary to address questions concerning the security of the network enclave. Membership attendances are mandatory unless excused by the CCB Chairperson. .

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

CCB meetings for the network enclave will occur on an as needed basis, as determined by the Chairperson or designated alternate, depending on the frequency of CRs received and the needs of the enclave community. CCB meetings will be open, by prior arrangement, to additional registry personnel as appropriate to issues under discussion. Meeting may be in person, teleconference, or email review.

2.3 Member Responsibilities

CCB members/support agencies have a basic responsibility to adequately prepare for, attend, and actively participate in all scheduled meetings. This requires a commitment to perform the assigned duties and functions of the CCB, including reasonable attendance at CCB meetings and teleconferences. Alternates for members will not be permitted unless so designated by the CCB chair. In addition each member is responsible for:

1. Possessing a thorough understanding of the change request
2. Representing the interests of their membership category
3. Reviewing Change Proposals
4. Responding to actions
5. Executing assignments in a timely manner

3. CHANGE CONTROL BOARD ACTIVITIES

Change control is exercised after establishment of each baseline or version. Change control ensures that all modifications/enhancements follow an orderly process for evaluation and implementation so that traceability and accountability are supported. The CCB must approve any change before it is implemented.

The CCB will perform the following activities:

- Schedule and convene CCB meetings either in person or via teleconference/videoconference
- Establish meeting agenda items and set meeting priorities
- Review and consider proposed changes and recommendations

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

Page 5

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

- Review cost effectiveness and feasibility reviews from support staff
- Approve, disapprove, or defer Change Requests (CRs)
- Prioritize CRs
- Assign CRs to a release
- Approve and distribute CCB minutes

Decisions are made by the CCB members with additional input being considered from non-voting attendees. Non-voting members may be excused from the meeting, in order for the CCB members to discuss and deliberate the issues and to reach a decision. Typically, one of the following decisions is rendered by the CCB, for each proposed change:

- Approve changes/modifications “As-Is”
- Approve with Noted Change(s)
- Disapprove (reason will be stipulated)
- Hold or Defer (reason will be stipulated)

3.1 Change Control Board Approval

Approval of CRs will be determined based upon a consensus of the board. The minutes of CCB meetings will be documented.

3.2 Change Control Board Minutes

Meeting minutes will be recorded and copies provided to all effected activities/agencies to include senior wing leadership.

3.2.1 Change Control Board Process

Change Requests (CRs) will be submitted to the 56 CS/SCXP via an E3215. Any member of the Luke community (including users, developers, staff, etc) can recommend changes or report defects via the E3215. The request will initially be reviewed for completeness and accuracy. If

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

Page 6

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

necessary, additional information about the request may be required. Once complete, the request will be processed and forwarded to the Luke AFB IAM for review.

CRs will be classified into two categories:

1. Trivial or low-risk
2. Non-trivial or high-risk

A low risk request is one that:

- Changes the appearance, but not the function, of screen components
- Re-implements a routine to increase speed or flexibility of design where the output of the new implementation can be directly checked against the current output
- Fixes a programming error that does not violate the high risk rules for length of modification

In the case of a necessary but trivial or low-risk change, the IAM will approve the request and schedule its implementation as required. Although this type request does not require CCB action, the board will be advised.

A high risk request is one that:

- Changes the logical data flow of the system
- Requires modification of key shared modules
- Changes the security policy in any way
- Adds a new table, field, or foreign key to the data model
- Requires the modification of more than two modules
- Requires the modification of more than 100 lines of code
- Requires the creation of new base classes, interfaces, or AFIs

In the case of a non-trivial or high-risk modification, the IAM will assess the impact of the change in terms of cost, level of effort, and IA. These requests will be presented to the CCB for approval and prioritization.

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

Page 7

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

3.2.2 Conducting the Change Control Board Meeting

During the CCB meeting, attendees will:

- Review new CRs and associated recommendations
- Review current status of CRs approved or denied at the last meeting including associated timelines
- Authorize the approval, rejection, or deferral of each CR.
- Prioritize and assign approved CRs to a release and identify an individual who will provide timelines and progress reports

4. EMERGENCY CHANGE CONTROL BOARD MEETINGS

Occasionally, CCB meetings will be called on an ad hoc/emergency basis. Meeting agenda and minutes will still be captured. Decisions on proposed modifications will be arrived at as soon as possible. Any steps that were bypassed during the emergency must be completed as soon as possible or officially waived by the CCB at their next meeting.

Approved/disapproved

ZACHARY S. WARAKOMSKI, Lt Col, USAF
56 FW/CSO

MICHAEL D. ROTHSTEIN
Brig Gen, USAF
Commander

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

Page 8

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

APPENDIX A. CHANGE CONTROL BOARD MEETING MINUTES TEMPLATE

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

Page 9

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

CCB Meeting Minutes*[Insert date of meeting: Month DD, YYYY]***1. MINUTES**

- *[Items discussed]*
- When warranted (Next meeting is scheduled for *[month dd, yyyy]*)

2. ACTION ITEMS

The Action Items discussed at the *[Insert date of meeting]* meeting are as follows. Shaded areas identify the Action Items that were closed at the previous meeting. New Action Items are placed above previous items.

Action Item ID	Date Assigned	Assigned To:	Description	Resolution

FOR OFFICIAL USE ONLY (FOUO)

LUKE AFB CHANGE CONTROL BOARD (CCB) CHARTER ARTIFACT

3. REVIEWED CRS

See attached CR report or fill-in the table below for each CR reviewed.

Item #	CR #	Impact Code	Category	Description	Disposition

4. ATTENDEES

Name